

7ATD (APCO)
CRIB
RALI
RCAP

07-RIN-01081-99

FREEDOM OF INFORMATION ACT (FOIA) GUIDE AND PROGRAM CHECKLIST

A FOIA request is a written request for records held or believed to be held by EPA. The request need not specifically refer to the FOIA. The Act requires that agencies provide records unless they are exempt from disclosure.

FOIA OFFICE (OEP)

FOIA requests are date-stamped and logged into the FOIMATS system by the FOIA Coordinator, OEP. The FOIMATS system assigns a control number (Request Identification Number (RIN)) and generates a control slip. Copies of the request are handcarried to appropriate programs/offices. Upon receipt of records and backup material from the programs/offices, the FOIA Coordinator prepares an appropriate response letter for signature by the FOIA Officer. FOIA Officer signs all responses except denials. Initial denials are prepared by the FOIA Coordinator for the signature of the appropriate Division Director.

PROGRAM RESPONSIBILITY

Understand what the writer is asking for. If not, call the requestor for clarification. (Scope of request can often be narrowed.) If fees for processing request exceed \$25.00 and requestor has not indicated in letter willingness to pay up to a specified amount, call requestor advising of estimated fees for processing request and obtain agreement to reimburse the Agency.

Document all actions for processing request. Complete the Program Checklist (below) before submittal to the FOIA Coordinator. Assure that ALL portions of request which your program/office is responsible for have been responded to. When the records responsive to the request are prepared and Program Checklist completed, send to FOIA Coordinator with any details that should be known for preparation of response letter. INCLUDE THE CONTROL SLIP when submitting to the FOIA Coordinator. The FOIA control number (RIN) is the only means of identification and tracking.

Effective October 1, 1998, it is the program's/office's responsibility to provide information for compilation of administrative costs with each FOIA request. This information is entered into the FOIMATS system by the FOIA Coordinator, OEP. The information will be retrieved by headquarters annually and included in the Annual Report to Congress. See attached headquarters guidance.

PROGRAM CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION TO OEP FOR RESPONSE LETTER

	<u>Yes</u>	<u>Date</u>	<u>No</u>	<u>N/A</u>
Program has responsive records	✓	10/15	—	—
Index of records releases and/or denied	—	—	—	—
Counsel consulted re releasability of records	—	—	—	—
Exemption cited for records denied 5 U.S.C. 552(b)	—	—	—	—
Copy(ies) of record(s) initially denied in program's files	—	—	—	—
OR submitted to FOIA Coordinator (in FOIA files in case of appeal by requestor	—	—	—	—
Business confidentiality determination applicable	—	—	—	—
Program notified third party by letter from Division Director of opportunity to substantiate business confidentiality claim	—	—	—	—



R00146262
RCRA RECORDS CENTER

Yes Date No N/A

Extension of "due date" requested 40 CFR 2.112(e)

____ (1) The need to search for and collect the requested records from offices that are physically distant from this office

____ (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distant records involved in your request

____ (3) The need for consultation, which shall be conducted with all practicable speed, with another agency or EPA office having a substantial subject-matter interest in your request

Requestor advised of charges and agreed to payment:

Cost of processing request: Record search 25 hrs. @ 10.00 per 1/2 hr.; Record review 5 hrs. @ 10.00 per 1/2 hr.; copying 3 pages @ \$.15 per page; actual cost to EPA (computer time, diskettes, maps, photos, etc.) _____.

Date of transmittal of records/information to OEP 10/15.

Person(s) responsible for gathering records/information (contact for response letter)

Olga Haugen ARTD/RESP (913) 551-7877

Division Director (or designee) concurrence/signature X Haugen

EFFECTIVE 10/1/98 ADMINISTRATIVE COSTS TO BE ENTERED INTO FOIMATS BY FOIA COORDINATOR, OEP, FOR INCLUSION IN ANNUAL REPORT TO CONGRESS

SEE ATTACHED HEADQUARTERS INSTRUCTIONS

IN COMPLIANCE WITH E-FOIA, ALL PERSONS WHO WORK IN ANY CAPACITY ON A REQUEST WITHIN EPA ARE REQUIRED TO PROVIDE THE TIME SPENT AND HOURLY RATE FOR ADMINISTRATIVE COSTS.

TOTAL HOURS: 25 HOURLY RATE: 4.83 TOTAL COST: 3.71

TOTAL HOURS: 5 HOURLY RATE: 26.16 TOTAL COST: 13.08

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

Freedom of Information Act Request

07-RIN-01081-99

Requestor: ROBERT E. MCCARTHY Request Date: 09/22/99
Company: CGU INSURANCE Date Received: 09/27/99
Fee Category: Commercial Acknowledged: 09/27/99

Subject: GAF CORP./FRU-CON, 9250 RIVERVIEW DRIVE, ST.
LOUIS, MO 63137

Lead Office: 07-OEP

Assigned to: 07-APCO, 07-CNSL, 07-CRIB, 07-ER&R, 07-NFMB, 07-OEP,
07-RALI, 07-RCAP, 07-SUPR

Original Due Date: 10/26/99 New Due Date:

Track: BASIC Fee Waiver Requested: NO

FIS Initials: EN

SPECIAL INSTRUCTIONS:

PROGRAMS, CNSL/BOLDING
PROVIDE INPUT, OEP SIGNATURE

REC'D BY: _____

ENT'D SEP 28 1999
Tri-Cor Ind Inc
SBrett

DATE _____



07-RIN-01081-99

CGU Corporate Offices
100 Summer Street - 17th Floor
Boston, MA 02110-2103
Fax: (617) 725-6153

September 22, 1999

Ms. Rowena L. Michaels
FOIA Officer
U.S. EPA, Region VII
901 N. 5th Street
Kansas City, KS 66101

ARTD/APCO/RCRA/CRI3/RAH
CNSL/Dolph/Bolding (??)
SUPR/ER+R
NFMG/H.
OED

Re: Freedom of Information Act Request

GAF Corp./Fru-Con

Site: *Fru-Con Construction Corporation*. The site is currently owned by Fru-Con
MOD985809581 Construction Corporation.

Location: The site is located at 9250 Riverview Drive, St. Louis, MO.

(63137)

TGT
&
RTFIND

Type of Activity: Fru-Con operates an office/warehouse/shop and equipment storage facility at the site.

Substances Involved: Asbestos-containing material which contains board fragments with 10-20% asbestos chrysotile.

Our File: GAF

Dear Ms. Michaels:

Pursuant to the Freedom of Information Act, 5 U.S.C. 552, and the regulations promulgated thereunder, 40 C.F.R. Part 2, CGU Insurance would like to obtain the following documents, if any, for the above referenced site:

- (1) All Draft and/or Final Administrative Consent Orders/Decrees
- (2) All Draft and/or Final Record of Decisions
- (3) All Draft and/or Final Remedial Investigation and Feasibility Studies (RI/FS)
- (4) All Hazardous Waste Ranking System Documentation
- (5) All Draft and/or Final Preliminary Investigation & Assessment Reports
- (6) PRP File
- (7) All Draft and/or Final Agency Inspection Reports

RECEIVED

SEP 27 1999

**EPA-RGAD-EXPR
REGION VII**

- (8) All Waste Disposal Practice documentation
- (9) All Permits
- (10) All Owner/Operator correspondence with regulatory agencies
- (11) All Violation Notices to GAF Corporation
- (12) All Administrative Directives
- (13) All Other Remedial Reports or Information
- (14) All Health Risk Assessments
- (15) All Draft and/or Final Remedial Design Reports/Status Reports
- (16) Administrative Record and Site File(s)
- (17) All correspondence between GAF Corporation and EPA, including, without limitation, 104 (e) letters, General and Special Notification Letters.
- (18) All transactional documentation linking GAF Corporation to the site.

Our fee category is commercial use. We will reimburse the EPA for all duplicating charges that might be incurred. If the above request is too voluminous or time-consuming, and/or the duplicating charges are more than \$100.00, we would like the opportunity to review the files at your office and request that you notify the undersigned, at the number listed above, of the appropriate date and time. Alternatively, you may contact the undersigned via electronic mail at Robert_McCarthy@CGUUSA.com.

We look forward to your timely reply to this request. Please do not hesitate to contact the undersigned if you have any questions concerning this request.

Thank you for your anticipated cooperation.

Very truly yours,

Robert E. McCarthy for

Robert E. McCarthy